

4 JUN 1982

MEMORANDUM FOR THE RECORD

SUBJECT: New Building - Technical Advisory Group Meeting
3 June 1982

1. An organizational meeting of the Technical Advisory Group was held in 7B14 Headquarters. Attendees are listed in the attachment.

2. The Group was briefed on the objectives of the Group, which are:

- a. To develop a customer interface document defining building features to be available to occupants. This document is seen as helpful to building designers as well as components who will have to plan, budget, and design system installations within the building.
- b. To provide a technical forum for the review of architectural and engineering designs so that customers have a voice in design decisions.

3. It was agreed that a representative from the Safety Staff should be added to the Group. Other components may be added if and when it appears necessary.

4. Each Office represented was asked to submit a draft paper by 2 July 1982 identifying structural, electrical, and mechanical building features desired to support individual

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When Separated from Attachment

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